

# Research & Development Proposal Submission Guidelines



Revised – February 2013

## 1.0 INTRODUCTION

Petroleum Research Newfoundland and Labrador (Petroleum Research) is a federally incorporated, not-for-profit, member-based organization. Our mission is to facilitate research and technology development and deliver value to members by identifying opportunities, developing proposals, funding and managing the execution of projects on behalf of the Newfoundland and Labrador offshore oil and gas industry.

R&D projects:

- Must be strategically and commercially relevant, and create value for members;
- Must be compliant with the Canada-Newfoundland and Labrador Offshore Petroleum Board (C-NLOPB) “Guidelines for Research and Development Expenditures”;
- Should enable the development of technologies, services, or improved processes/methodologies that may be applied internationally;
- Should enhance local research and development (R&D) capacity and capability in strategic research areas (Please refer to the Strategic Focus Areas at [www.petroleumresearch.ca](http://www.petroleumresearch.ca)).

## 2.0 GENERAL GUIDANCE

Petroleum Research may fund R&D projects through:

- Calls for Proposals
  - Applicants define the scope of work and propose projects within a specified subject area
- Requests for Proposals (RFPs)
  - Petroleum Research and its industry members define a specific scope of work
- Unsolicited Proposals

The Call for Proposals and unsolicited application process is designed to capture information regarding projects through the completion of a Letter of Intent (LOI) form, and if selected, the completion of a proposal form.

RFP responses may require different information with detailed instructions clearly outlined in the RFP itself. For this reason, the information contained in the Petroleum Research “*Proposal Submission Guidelines*” document applies to Calls for Proposals and unsolicited proposals only.

The following sections describe the Petroleum Research proposal submission process, and are intended to provide guidance on what to include in the application.

### 2.1 Project Management and Oversight

All projects supported by Petroleum Research must have a project management plan, including details on the decision-making structure within the project team and communication flow with external parties. Plans must specify authorization levels, legal, financial, and planning as appropriate. Proposals must

incorporate a work breakdown structure reflecting task work effort, duration, interdependency with other tasks, milestones and reporting activities.

Petroleum Research may establish a Steering Committee (SC) to give oversight to the project. SC composition, authority and meeting frequency will be determined on a project-by-project basis.

## 2.2 Confidentiality

Prior to the submission of a LOI the project lead must first complete the “**Conditions of Submission of Information**” form. No submission will be accepted without the completion of this form. Forms may be obtained from our website [www.petroleumresearch.ca](http://www.petroleumresearch.ca).

Petroleum Research respects the desire of proponents to protect their project concepts, and conducts itself accordingly. However, Petroleum Research regularly receives proposals that are similar to work already being undertaken, concepts already being pursued, or which may be pursued in the future independent of the proponent’s information, either by Petroleum Research, or by its members and their affiliates.

As a result, Petroleum Research is only able to accept submissions on the basis that the project concept described is considered, for the purpose of the submission, to be non-exclusive to Petroleum Research, and with the understanding that the project concept is **not** subject to confidentiality obligations on the part of Petroleum Research. Proponents are therefore advised not to include any information in their submission that is considered to be confidential. If a proponent is interested in protecting their project concept, it is suggested and preferred that they do so before disclosing the information to Petroleum Research.

If, in the future, either Petroleum Research or the proponent wishes to disclose further specific information in confidence, this will be done only after Petroleum Research enters into separate written agreements covering the treatment of that information.

Petroleum Research will use information submitted to it by proponents for the sole purpose of considering and evaluating whether it may fund further research or development of concepts submitted. Should Petroleum Research choose not to approve any proponent’s proposed research or concept for further consideration and/or funding, Petroleum Research will destroy its copies of the submitted information.

## 2.3 Levels of Funding

Petroleum Research may fund up to 100% of the total project costs. Proponents are encouraged to have some type (cash/in-kind) of leveraged funding identified. The impact that the identified leveraged funding will have on the success of an application will depend on the nature of the research and will be evaluated on a case-by-case basis. A more favorable response may be given to those applicants who are prepared to contribute a share of the project costs.

## **2.4 Payment Schedule**

All payments by Petroleum Research will be based on a milestone payment schedule. Upfront payments may be provided, at the discretion of Petroleum Research, however subsequent payments will be based on the successful completion of the identified project milestones. Payments may be subject to a holdback or other performance guarantee.

## **2.5 Who is eligible?**

To apply for funding, the proponent must be a legal business entity in good standing and be able to operate in the Province of Newfoundland and Labrador. Any organization that meets this criterion may submit a proposal for funding; this can be a company, university or other academic institute, research institutes, or a consortium. There are no restrictions on size of an organization that may apply.

## **2.6 What costs are eligible?**

Petroleum Research will only fund project costs that occur within the province of Newfoundland and Labrador. All costs properly justified within the application including salaries, overheads, materials, consultancy fees, sub-contract charges, fees for trials and testing, intellectual property costs, the net costs of capital equipment, and some travel and subsistence fees are eligible.

## **3.0 CALLS FOR PROPOSALS**

### **3.1 Introduction**

The Call for Proposals theme will be determined through consultations with our members and key stakeholders.

Petroleum Research will seek proposals for projects that address the business needs of our members in a strategic focus area. Projects may range from early phase concept development to full-scale technology adaptation or development. In all cases proponents must clearly address the commercial relevance of their proposals to the offshore petroleum industry, and the distinctiveness of their research or technology development project in an international context.

To apply to a Call for Proposals, an LOI form must first be completed. Selected applicants will be invited to submit a full proposal. Successful applicants will be required to enter into a funding agreement within ninety (90) days of the award announcement.

## 3.2 The Process

Calls for Proposals will be announced via electronic mail, the Petroleum Research website, and where appropriate, through briefing sessions with specific target audiences. The Call announcement will contain all pertinent information specific to that Call.

To qualify for funding, proponents must submit an LOI and “Conditions of Submission of Information” form on or before the date specified in the Call announcement. The purpose of the LOI form is to provide Petroleum Research with a high level summary/abstract of the proposed project in order to gauge industry interest. Applicants are free to compose their summary/abstract in a manner of their choosing. Where not considered confidential by the proponent, it is suggested that submissions address the following:

- Project Objective(s) - What is proposed to be done and for what purpose?
- Business Value - What problem(s) or challenge(s) does the project aim to address? What are the operational or financial benefits for Petroleum Research's members? Why should they support your project?
- Deliverable(s) - What is the expected technology, service, knowledge or improved process/methodology that will result from the project?
- Future R&D Work - Based on the project deliverables, what work is required to advance the knowledge, technology, or further the path to commercialization?

Petroleum Research will review all LOIs and selected applicants will be invited to submit a full proposal.

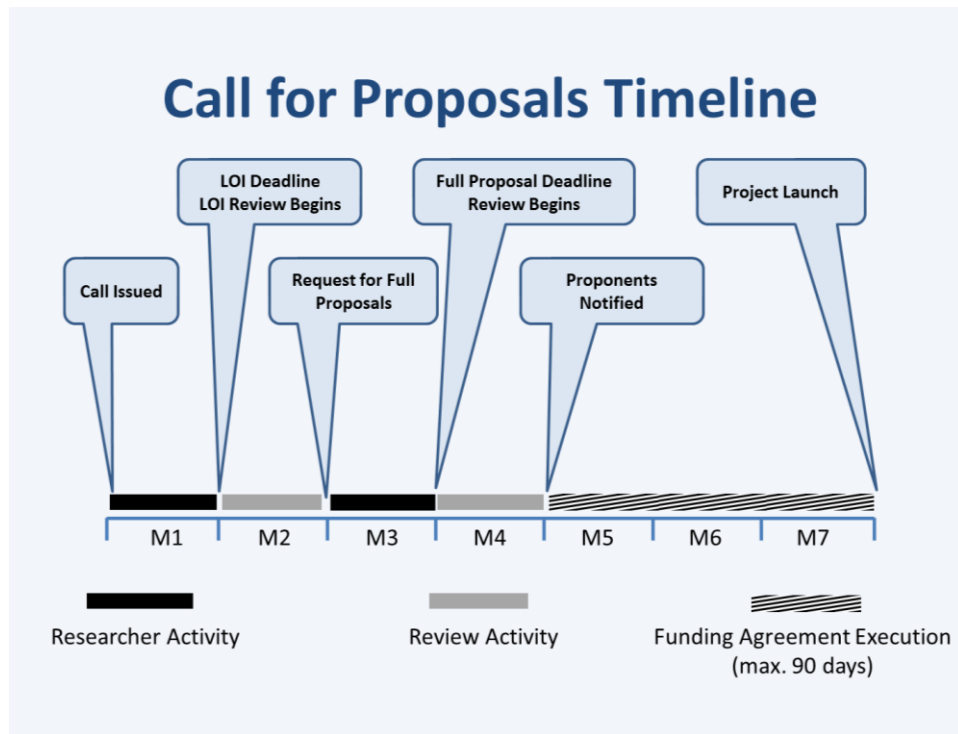
Full proposal requirements will be clearly communicated to those proponents selected to submit a full proposal. Full proposals must incorporate all requirements provided by Petroleum Research’s guidance to avoid disqualification.

A Proposal Evaluation Committee (PEC), comprising industry member Subject Matter Experts (SMEs), will be established to aid in the evaluation of proponent submissions. The PEC will evaluate the submissions and provide recommendations for funding to Petroleum Research. Petroleum Research will approve final projects for funding.

Petroleum Research will notify all successful applicants and communicate any conditions for funding. The applicants must enter into a funding agreement with Petroleum Research within ninety (90) days of notice of award or the offer of award will be withdrawn.

### 3.3 Timeline

The Call for Proposals timeline begins when a Call theme has been announced and ends once a funding agreement has been successfully executed; this is expected to be a maximum of seven (7) months.



### 4.0 UNSOLICITED PROPOSALS

Petroleum Research also accepts unsolicited proposals. Unsolicited proposals should align with a Petroleum Research strategic focus area and proponents must clearly address the commercial relevance of their proposals to the offshore petroleum industry and Petroleum Research’s members specifically.

Interested applicants must first submit an LOI form. Petroleum Research will screen submissions to ensure a strategic fit. LOIs may be distributed to member representatives to determine the level of industry interest and alignment. Member representatives will review selected LOIs and the proponent may be invited to submit a full proposal to Petroleum Research. The full proposal will be distributed to interested members for review. If approved for funding, Petroleum Research will prepare a funding agreement for execution.

Please note that a completed “Condition of Submission of Information” form must accompany any unsolicited proposal submitted to Petroleum Research.

## 5.0 APPLICATION FORMS

The complete LOI and full proposal forms are available on our website at [www.petroleumresearch.ca](http://www.petroleumresearch.ca).

Please refer to the guidance directions noted in the text fields when completing the forms. Failure to follow the guidance directions may result in proposal disqualification.

All sections of the application forms **must** be completed and the forms signed (electronic signatures are accepted) by an authorized signatory and dated. Please note that it is the sole responsibility of the applicant to ensure Petroleum Research is in receipt of your application prior to any identified deadline. All late/incomplete applications will be removed from the evaluation process and will not be reviewed. Furthermore, any alteration of the application forms will result in disqualification.

Please note that Petroleum Research may ask for more detailed information in either technical content of financial detail as deemed necessary.

## 6.0 GUIDANCE ON SELECTION CRITERIA

Support for projects is at the sole discretion of Petroleum Research. The evaluation processes will consider a number of factors when reviewing proposals. In order to obtain funding, some of the criteria that your application should demonstrate are:

- The project offers benefits that are clearly highlighted to meet the specific requirements of the Call for Proposals and hence our members' needs, or in the case of an unsolicited proposal, the project must offer benefits to our members through the direct alignment with a Petroleum Research strategic focus area.
- The proposal reflects a clearly innovative technology, or technology improvement that offers a significant advance over current practice.
- The composition and strength of the research team are adequate to execute the work proposed.
- A clear and detailed project management strategy has been identified with the necessary project management and technical expertise available or to be employed. Large scale projects are structured in a gated process, with clear and measurable deliverables for each phase.
- 100% of requested Petroleum Research funding is spent within Newfoundland and Labrador (leveraged funding may be spent in accordance with the respective funding organizations guidelines).
- The proposal identifies realistic and effective routes to market for relevant commercialization, exploitation, or implementation of the project outcomes.
- The proponent is financially stable and able to complete the project and support the outcomes.
- The project contributes to the growth of R&D and/or training capacity in Newfoundland and Labrador.
- The proponent owns or has the right to exploit the background intellectual property needed to undertake the project.

## 7.0 CONTACT

For general inquiries on how to apply, please contact:

Petroleum Research  
Baine Johnston Centre  
10 Fort William Place, Suite 802  
St. John's, Newfoundland and Labrador  
Canada, A1C 1K4  
Contact: Robert Trask, Research Grants Coordinator  
Email: [Robert.Trask@petroleumresearch.ca](mailto:Robert.Trask@petroleumresearch.ca)  
Tel: (709) 738-7974  
[www.petroleumresearch.ca](http://www.petroleumresearch.ca)